



In cooperation with the
State Department of Health

HENRICO COUNTY HEALTH DEPARTMENT

8600 DIXON POWERS DRIVE
P. O. BOX 27032
RICHMOND, VIRGINIA 23273



To: Persons Constructing or Remodeling Foodservice Facilities

From: Ronald P. Brady, Plan Review Coordinator

Re: Foodservice Plan Review Guide

The Virginia Food Regulations require the submission of plans for review and approval prior to: “the construction of a food establishment; the conversion of an existing structure for use as a food establishment; or the remodeling of a food establishment...” (12 VAC 5-421-3600) The fees are \$40.00 for foodservice plan review and \$40.00 for foodservice permit application/issuance.

This food establishment Plan Review Guide has been developed to assist permit applicants or permit holders in submitting the information required for a thorough plan review. A good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

The foodservice plan review process is intended to assist foodservice operators in the approval process for their proposed foodservice facilities, building permit, and foodservice establishment permit. Please refer to the FDA Food Establishment Plan Review Guide (www.cfsan.fda.gov/~dms/prev-toc.html) for guidance in completing the plan review. If you have questions about the review process or wish to schedule a plan review conference please call me at 804-501-4528.

Specific Instructions to Applicants:

1. Fill out the Application for Foodservice Plan Review.
2. Fill out the Application for a Food Establishment Permit.
3. Provide blueprints & equipment specification sheets.
4. Include proposed menu.
5. Provide site plan.
6. Keep copy for personal records.
7. Submit to Henrico County Health Department with applicable fees for review.

Application for Foodservice Plan Review
Virginia Department of Health
Henrico County Health Department

Date: _____ New ____ Remodel ____ Conversion ____

Name of Establishment: _____

Category: Restaurant ____, Institution ____, Daycare ____, Other _____.

Address: _____

Phone if available: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____

Applicant's Name: _____

Title (owner, manager, architect, etc.): _____

Mailing Address: _____

Telephone: _____

I have submitted plans/applications to the following authorities on the following dates:

_____ Building Inspection	_____ Public Works
_____ Fire	_____ Public Utilities
_____ Planning	_____ Police

Hours of Operation: Sun _____ Mon _____ Tues _____ Wed _____

Thurs _____ Fri _____ Sat _____

Number of Seats: _____

Number of Staff: _____ (Maximum per shift)

Total Square Feet of Facility: _____

Number of Floors on which operations are conducted _____

Maximum Meals to be Served: Breakfast _____ Lunch _____ Dinner _____

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Type of Service: Sit Down ____ Take Out ____ Caterer ____

(check all that apply) Mobile ____ Other: _____

Please enclose the following documents:

- _____ Certified Food Protection Manager credential(s)
- _____ Proposed Menu (including seasonal, off-site and banquet menus)
- _____ Manufacturer Specification sheets for each piece of equipment shown on the plan
- _____ Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system - if applicable)
- _____ Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation
- _____ Equipment schedule

Contents And Format Of Plans And Specifications

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot.
2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
3. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, and basements and/or cellars used for storage or food preparation. Show all features of these rooms.
9. Include and provide specifications for:
 - a. Entrances, exits, loading/unloading areas and docks;
 - b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
 - c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections;
 - d. Lighting schedule with protectors;
 - (1) At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;
 - (2) At least 220 lux (20 foot candles):

- (a) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
- (b) Inside equipment such as reach-in and under-counter refrigerators;
- (c) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and
- (3) At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
- e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI or NSF accredited certification program (when applicable).
- f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with;
- g. A mop sink or curbed cleaning facility with facilities for hanging wet mops;
- h. Garbage can washing and mat washing area/facility;
- i. Toxic chemicals storage area;
- j. Dressing rooms, locker areas, employee rest and dining areas, and/or coat rack as required;

Please circle/answer the following questions

Food Preparation Review:

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

Category:	Yes	No
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	___	___
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	___	___
3. Cold processed foods (salads, sandwiches, vegetables)	___	___
4. Hot processed foods (soups, stews, rice, noodles, gravy, casseroles)	___	___
5. Bakery goods (pies, custards, cream fillings & toppings)	___	___

Food Supplies:

1. Are all food supplies from inspected and approved sources? Yes No
2. What are the projected frequencies of deliveries for Frozen foods _____, Refrigerated foods _____, and Dry goods _____.
3. Provide information on the amount of space (in cubic feet) allocated for:
Dry storage _____,
Refrigerated Storage _____, and
Frozen storage _____.
4. How will dry goods be stored off the floor?

Cold Storage:

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41°F (5°C) and below? Yes No
Provide the method used to calculate cold storage requirements.

2. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? Yes No
If yes, how will cross-contamination be prevented?

3. Does each refrigerator/freezer have a thermometer? Yes No
Number of refrigeration units: _____
Number of freezer units: _____
4. Is there a bulk ice machine available? Yes No

Thawing Frozen Potentially Hazardous Food:

Please indicate by checking the appropriate boxes how frozen potentially hazardous foods (PHF's) in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	*THICK FROZEN FOODS	*THIN FROZEN FOODS
Refrigeration		
Running Water Less than 70°F(21°C)		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

*Frozen foods: approximately one inch or less = thin, and more than an inch = thick.

Cooking:

1. Will food product thermometers be used to measure final cooking/reheating temperatures of PHF's? Yes No

What type of temperature measuring device: _____

Minimum cooking time and temperatures of product utilizing convection and conduction heating equipment:

beef roasts	130°F (121 min)
solid seafood pieces	145°F (15 sec)
other PHF's	145°F (15 sec)
eggs – immediate service*	145°F (15 sec)
eggs – holding*	155°F (15 sec)
* (pasteurized eggs must be served to a highly susceptible population)	
pork	145°F (15 sec)
comminuted meats/fish	155°F (15 sec)
poultry	165°F (15 sec)
reheated PHF's	165°F (15 sec)

2. List types of cooking equipment.

Hot/Cold Holding:

1. How will hot PHF's be maintained at 140°F (60°C) or above during holding for service?
Indicate type and number of hot holding units.

2. How will cold PHF's be maintained at 41°F (5°C) or below during holding for service?
Indicate type and number of cold holding units.

Cooling:

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F (5°C) within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). Also, indicate where the cooling will take place.

COOLING METHOD	THICK MEATS	THIN MEATS	THIN SOUPS/ GRAVY	THICK SOUPS/ GRAVY	RICE/ NOODLES
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					
Other (describe)					

Reheating:

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.
2. How will reheating food to 165°F for hot holding be done rapidly (within 2 hours)?

Preparation:

1. Please list categories of foods prepared more than 12 hours in advance of service.

2. How will food employees be trained in good food sanitation practices?

Method of training: _____
 Number(s) of employees: _____
 Dates of completion: _____

3. Will disposable gloves and/or utensils and/or food grade paper be used to prevent bare hand contact with ready-to-eat foods? Yes No
4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? Yes No
Please describe briefly: _____

5. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?
Chemical Type: _____
Concentration: _____
Test Kit: Yes No
6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? Yes No
If not, how will ready-to-eat foods be cooled to 41°F?

7. Will all produce be washed on-site prior to use? Yes No
Is there a planned location used for washing produce? Yes No
Describe _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

8. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41°F - 140°F) during preparation.

9. Provide a HACCP plan for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.
10. Will the facility be serving food to a highly susceptible population? Yes No
If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

A. Finish Schedule

Please indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used in the following areas.

	FLOOR	COVING	WALLS	CEILING
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerators and Freezers				

B. Insect And Rodent Control

Please circle/answer the following questions.

- | | Yes | No | NA |
|---|-----|-----|-----|
| 1. Will all outside doors be self-closing and rodent proof ? | () | () | () |
| 2. Are screen doors provided on all entrances left open to the outside? | () | () | () |
| 3. Do all openable windows have a minimum #16 mesh screening? | () | () | () |
| 4. Is the placement of electrocution devices identified on the plan? | () | () | () |
| 5. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected? | () | () | () |
| 6. Is area around building clear of unnecessary brush, litter, boxes and other harborage? | () | () | () |
| 7. Will air curtains be used? If yes, where? _____ | () | () | () |

C. Garbage And Refuse**Inside**

- | | | | |
|--|-----|-----|-----|
| 8. Do all containers have lids? | () | () | () |
| 9. Will refuse be stored inside? | () | () | () |
| If so, where? _____ | | | |
| 10. Is there an area designated for garbage can or floor mat cleaning? | () | () | () |

Outside

11. Will a dumpster be used? () () ()
 Number _____ Size _____ Frequency of pickup _____
12. Will a compactor be used? () () ()
 Number _____ Size _____ Frequency of pick up _____
13. Will garbage cans be stored outside? () () ()
14. Describe surface and location where dumpster/compactor/garbage cans are to be stored

15. Describe location of grease storage receptacle and servicing schedule

16. Is there an area to store recycled containers? () () ()
 If yes, describe _____
17. Is there any area to store returnable damaged goods? () () ()

D. PLUMBING CONNECTIONS

Please check where appropriate

	AIR GAP	AIR BREAK	*INTEGRAL TRAP	*"P" TRAP	VACUUM BREAKER	CONDENSATE PUMP
18. Toilet						
19. Urinals						
20. Dishwasher						
21. Garbage Grinder						
22. Ice machines						
23. Ice storage bin						
24. Sinks a. Mop b. Janitor c. Handwash d. 3 Compartment e. 2 Compartment f. 1 Compartment g. Water Station						
25. Steam tables						
26. Dipper wells						
27. Refrigeration condensate/ drain lines						
28. Hose connection						
29. Potato peeler						
30. Beverage						

Dispenser w/carbonator						
31. Other						

* **TRAP:** A fitting or device which provides a liquid seal to prevent the emission of sewer gases without materially affecting the flow of sewage or waste water through it. An integral trap is one that is built directly into the fixture, e.g., a toilet fixture. A "P" trap is a fixture trap that provides a liquid seal in the shape of the letter "P". Full "S" traps are prohibited.

32. Are floor drains provided & easily cleanable, indicate location:

E. WATER SUPPLY

33. Is water supply public () or private () ?

34. If private, has source been approved? YES () NO () PENDING ()

Please attach copy of written approval and/or permit.

35. Is ice made on premises () or purchased commercially () ?

If made on premise, are specifications for the ice machine provided? YES () NO ()

Describe provision for ice scoop storage: _____

Provide location of ice maker or bagging operation _____

36. What is the capacity of the hot water generator? _____

37. Is the hot water generator sufficient for the needs of the establishment? YES () NO ()

38. Is there a water treatment device? YES () NO ()

If yes, how will the device be inspected & serviced?

39. How are backflow prevention devices inspected & serviced? _____

F. SEWAGE DISPOSAL

40. Is building connected to a municipal sewer? YES () NO ()

41. If no, is private disposal system approved? YES () NO () PENDING ()

Please attach copy of written approval and/or permit.

42. Are grease traps or monitoring manholes provided? YES () NO ()

If so, where? _____

Provide schedule for cleaning & maintenance _____

G. DRESSING ROOMS

43. Are dressing rooms provided? YES () NO ()

44. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.) _____

H. GENERAL

45. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents? YES () NO ()
Indicate location: _____
46. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas? YES () NO ()
47. Are all containers of toxics including sanitizing spray bottles clearly labeled? YES () NO ()
48. Will linens be laundered on site? YES () NO ()
If yes, what will be laundered and where? _____
If no, how will linens be cleaned? _____
49. Is a laundry dryer available? YES () NO ()
50. Location of clean linen storage: _____
51. Location of dirty linen storage: _____
52. Are containers constructed of safe materials to store bulk food products? YES () NO ()
Indicate type: _____
53. How is each listed ventilation hood system cleaned? frequency of cleaning? _____

I. SINKS

54. Is a mop sink present? YES () NO ()
If no, please describe facility for cleaning of mops and other equipment: _____
55. If the menu dictates, is a food preparation sink present? YES () NO ()

J. DISHWASHING FACILITIES

56. Will sinks or a dishwasher be used for warewashing?
Dishwasher () Three compartment sink ()
57. Dishwasher, type of sanitization used:
Hot water (temp. provided) _____
Booster heater _____
Chemical type _____
Is ventilation provided? YES () NO ()
58. Do all dish machines have templates with operating instructions? YES () NO ()
59. Do all dish machines have temperature/pressure gauges as required that are accurately working? YES () NO ()
60. Does the largest pot and pan fit into each compartment of the pot sink? YES () NO ()
If no, what is the procedure for manual cleaning and sanitizing?

61. Are there drain boards on both ends of the pot sink? YES () NO ()
62. What type of sanitizer is used?
- Chlorine ()
- Iodine ()
- Quaternary ammonium ()
- Hot Water ()
- Other ()
63. Are test papers and/or kits available for checking sanitizer concentration? YES () NO ()

K. HANDWASHING/TOILET FACILITIES

64. Is there a handwashing sink in each food prep and warewashing area? YES () NO ()
65. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet? YES () NO ()
66. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet? YES () NO ()
67. Is hand cleanser available at all handwashing sinks? YES () NO ()
68. Are hand drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks? YES () NO ()
69. Are covered waste receptacles available in each restroom? YES () NO ()
70. Is hot and cold running water under pressure available at each handwashing sink? YES () NO ()
71. Are all toilet room doors self-closing? YES () NO ()
72. Are all toilet rooms equipped with adequate ventilation? YES () NO ()
73. Are handwashing signs posted at all hand sinks used by employees? YES () NO ()

L. SMALL EQUIPMENT REQUIREMENTS

74. Please specify the number, location, and types of each of the following:
- Slicers _____
- Cutting boards _____
- Can openers _____
- Mixers _____
- Floor mats _____
- Other _____

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Department may nullify final approval.

Signature(s): _____

owner(s) or responsible representative(s)

Date: _____

Approval of these plans and specifications by this Health Department does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

For Official Use: Plans Reviewed and Approved EHS: _____ Date: _____